PERSONNEL COMMITTEE TERMS OF REFERENCE

It is intended that this will be a small group comprising the Rector (or a representative); the Parish Treasurer (or a representative); and two other representatives of the PCC, generally the Parish Wardens.

Terms of Reference

1. To review the performance of those employed (or contracted by) the PCC on an annual basis and discuss / agree changes to conditions of contract and/or remuneration for approval by the Finance Committee and PCC.

   Currently these comprise

   - Parish Administrator
   - Organist and Choirmaster for St Mary's
   - Organist and Choirmaster for Holy Trinity
   - Development Officer (Fundraiser)
   - Verger

2. To oversee the appointment of persons to paid positions within the Parish organisation and to agree their conditions of contract and remuneration.

3. To hear cases of grievance or discipline relating to those employed by the PCC and to decide any further action that becomes necessary.

Frequency of Meetings

The committee would aim to meet at least once per year in September, with other meetings being held as necessary if exceptional matters arise.

September	Review the performance of those employed by the PCC. Discuss and agree changes to conditions of contract and/or remuneration for approval by the Finance Committee and PCC at their meetings in October.
December	To issue renewed contacts where necessary

Adopted by Witney PCC 18 October 2022

Signed *Toby Wright*

Counter-signed *Kate Banks*

Review date: September 2027